

Aoyama, Joyce

From: Aoyama, Joyce
Sent: Thursday, August 21, 2014 9:34 AM
To: Hill, Barbara; Bent, Sara
Cc: Wells, Mike; Kahlo, Meaghan
Subject: EPA 1047 Permits - Routine Permits Added to Versatile, EPA 205c updated to remove "Recycle" and Paper defaults

Categories: Record Saved - Shared, Blue Category

Barbara and Sara,

I understand that you're getting the files ready for the CRC. Please use the CRC Standard format for your printed labels day forward.

The older folders can be replaced after they are here, but we should start the process now to avoid extra relabeling. This format has the advantage of including the Office and Records Series.

Please put the label on the front of the folder's top, left corner. At some point, the folders will need to be individually flipped so they are oriented according to the CRC collection.

I have added the new schedule 1047c that will replace Permits 205c to Versatile when it reaches final status, if you would like to start that process.

Please let me know if you have questions. Thanks!

Thank you,

Joyce Aoyama
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